

CHECKLIST: SEVENTH CIRCUIT PERMANENT STAFF

REQUIRED FOR EMPLOYMENT:

A078	Application
A078A	Oath of Office/Appointment
A078B	Voluntary Race / Ethnicity, Gender, Disability Identification
Background Investigation	Background Investigation Required Information
ELMO Signature Form	ELMO Signature Form
Emergency Contact Form [internal]	Emergency Contact Information Form
FMS 2231	Fast Start Direct Deposit Form
I-9	Employment Eligibility Verification
SF 144	Statement of Prior Federal Service
SF 2809	Health Benefits Election Form
SF 2817	Life Insurance Election Form
tax - federal	W-4: federal
tax - state	W-4: state (you must choose the appropriate state form)

OPTIONAL FORMS:

TSP 1	Thrift Savings Plan Election Form
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DESIGNATION OF BENEFICIARY FORMS:

SF 1152	Unpaid Compensation
SF 2823	Life Insurance Designation of Beneficiary
SF 3102	FERS Designation of Beneficiary
TSP 3	TSP Designation of Beneficiary

[last updated: 06/09/2014]